



Alaska Air National Guard Active Guard Reserve (AGR) Position Announcement # **AKANG 14-97**



<http://dmva.alaska.gov/employment.htm>

POSITION TITLE: Education and Training Craftsman		AFSC: 3S2X1	OPEN DATE: 21 AUGUST 2014	CLOSE DATE: 21 SEPTEMBER 2014
UNIT OF ACTIVITY/DUTY LOCATION: 168th Force Support Flight, Eielson Air Force Base, Alaska			GRADE REQUIREMENT: Minimum: E5 Maximum: E7	
SELECTING SUPERVISOR: SMSgt Donovan	VACANCY: 0713508	PHYSICAL PROFILE: PULHES – 333333		

AREAS OF CONSIDERATION

Area 1 On Board AKANG AGR (**MUST HOLD ADVERTISED AFSC**)
Area 2 Alaska Air National Guard members (**MUST HOLD ADVERTISED AFSC**)
Area 3 Nationwide (Military members eligible for membership in the AKANG) (**MUST HOLD ADVERTISED AFSC**)

All applicants MUST meet the grade requirement and physical/medical requirements outlined

MAJOR DUTIES MAY INCLUDE

- Conduct education and training (E&T) tasks for maintenance, operations, and support training; education services; curriculum development; and instructor activities
- Develop, deliver, and evaluate E&T programs. Apply instructional system development (ISD) process
- Compare individual knowledge and skills with job standards, and identifies E&T requirements. Determine adequacy of existing courses and programs
- Screen and validate formal E&T requirements. Develop objectives to meet Air Force academic, vocational, and technical standards
- Determine most cost effective method to deliver E&T. Sequence objectives; select instructional design, method, and media; and identify resource needs
- Create materials to support objectives. Develop tests and standards to measure individual abilities
- Evaluate E&T programs, recommend actions to correct deficiencies, and oversee evaluations and surveys. Conduct, validate, and revise programs and instruction
- Coordinate user feedback with career field managers and E&T providers, and monitors corrective actions. Maintain and control testing materials
- Administer E&T programs. Serve as E&T program manager. Consult on ISD process and career field E&T plans (CFETP)
- Advise on E&T materials and services. Conduct work center visits, and organize programs to develop and conduct job site training
- Advise on unit and individual E&T progress. Identify E&T providers, capabilities, and resources, and ensure availability of materials
- Recommend revisions to E&T programs and CFETPs. Help obtain and analyze history of E&T achievements, establish goals, and enroll in classes, courses, and programs
- Prepare and maintain records, files, and materials. Maintain liaison with activities conducting, scheduling, or supporting E&T requirements
- Coordinate and schedule events and facility use. Request course quotas; monitor formal E&T process; and maintain records of course attendance, withdrawals, completions, and costs
- Manage automated systems and products, measurement tools, multimedia and maintenance qualification training programs, and the extension course program
- Coordinate contingency task training. Organize E&T programs to achieve educational goals and mission requirements. Prepare directives to manage and control E&T programs
- Implement policies and coordinate changes. Develop and manage reporting procedures
- Maintain E&T data, and provide statistical reports on programs and operations
- Monitor progress, identify problem areas, determine causes, recommend corrective action, and provide counsel
- Organize and control facilities, supplies, and equipment to support E&T needs
- Forecast E&T requirements, determine validity, and assess cost. Participate in utilization and training workshops, training planning teams, and training planning groups
- Collect and analyze job performance data, and conduct occupational analysis survey. Develop & validate standards
- Validate completed formal school applications; enter eligible personnel into upgrade training (UGT) and ensure continued eligibility for training. Review ANG formal school allocations
- Coordinate with higher headquarters, as necessary to support formal school requirements for mandays and funding
- Assist students with preparations to enter school, including preparing orders and out processing students
- Process students into the unit, and document completion of training and award of skill level
- Monitor the Extension Course Institute (ECI)/Career Development Course (CDC) program in regard to ECI policies
- Provide advice to commanders, supervisors, and unit training managers on matters pertaining to ECI/CDC programs
- Enroll personnel in CDC courses and monitor progress. Conduct quarterly inventory of test materials
- Capture data and accomplish automated updates to reflect changes that result in classification actions
- Maintain current computer-generated management information product listings of all personnel on (OJT)
- Process Career Development Course (CDC) reactivation and re-enrollment requests in accordance with applicable guidance
- Develop, analyze, oversee, and facilitate unit and individual training programs
- Perform in-processing and out-processing actions for personnel departing for, and returning from all service schools
- Prepare school tour orders; Counsel members departing for active duty for training to ensure special requirements such as physical examinations, clothing, equipment and security clearances are met
- Perform additional duties as assigned

INITIAL ELIGIBILITY CRITERIA

- SECURITY CLEARANCE – **Secret (eligible to obtain)**
- APTITUDE REQUIREMENT – GENERAL – 59
- STRENGTH APTITUDE - Demonstrated by weight lift of 40 LBS
- **Prior qualification in any AFSC at the 5-skill level or higher (or 3-skill level if no 5-skill level exists)**
- Ability to speak distinctly

PREFERRED QUALIFICATIONS

- Knowledge is mandatory of: principles, policies, and procedures of Air Force E&T programs; interviewing and counseling techniques; training techniques and instruction methods; task analysis procedures, learning process, curriculum development, training evaluations, and E&T systems and products; effective writing skills; editing practices; instructional media application, training reporting, program and curriculum validation, and implementation procedures; training program management; scheduling training events and facilities; conducting assistance visits and training meetings; work center and individual job qualification standard development; education institution registration requirements; military personnel classification system and policies; application of communicative interpersonal skills; and distance learning concepts
- Completion of the basic E&T course

See page 3 for Preferred Qualifications and All Required Documents for Considerations

!!! IMPORTANT NOTICE!!!

Applications will be screened AFTER the job closing date, not prior. Please review your application for accuracy prior to and compliance prior to submission to JFHQ-AK/HRO.

**** SUBMIT YOUR PACKAGE AS EARLY AS POSSIBLE, DON'T WAIT UNTIL THE CLOSE DATE TO SUBMIT****

Application packages will not be accepted after the advertised Close Date.

It is extremely important to follow the application instructions contained in the job announcement.

IMPORTANT NOTES:

Due to the volume of application packages received, packages received within 4 duty days of the close date listed on the announcement will be reviewed for qualification / disqualification only. Any missing requirements will result in disqualification. Submittal of any missing requirements after the close date will NOT be accepted. Questions pertaining to application requirements should be referred to JFHQ-AK/HRO. Only JFHQ-AK/HRO will determine qualification/disqualification.

Pen/ink changes to any source document, i.e. Report on Individual Personnel (RIP), Evaluations could result in disapproval.

It is the applicant's responsibility to ensure the submitted MPF Personnel RIP is in order prior to application submittal. This includes but not limited to, verifying Duty History, AFSC, Service Dates and ensuring overdue TDY codes are cleared.

APPLICATION REMINDERS:

All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applications must be complete upon initial receipt, in **1** single PDF package with **NO** blank pages emailed to AKNG-Apply@mail.mil, please refer to FAQs below to assist further.

Safe Access File Exchange (SAFE) is designed to provide [AMRDEC](https://safe.amrdec.army.mil) and its customers an alternative way to send files other than email. SAFE supports file sizes up to **2GB**. (<https://safe.amrdec.army.mil>)

Alaska National Guard Human Resources Office will notify candidates whose application is not complete and/or disqualified via the email address provided on the resume.

FREQUENTLY ASKED QUESTIONS (FAQ):

Q: How do I create one PDF file when some documents have electronic signatures?

A: Print all documents and scan as one document. Ensure that blank pages are no included in final PDF prior to sending to application.

Q: If I feel I am qualified for a vacancy, but do not have all required criteria in the advertisement, will I be considered for the position?

A: No. HRO contains criteria and application procedures unique to a specific position. Criteria vary with each advertised position; however, all positions require eligibility for AKANG membership, certain experience and grade requirements. Do not submit a package unless all requirements are met.

Q: If I want to apply for more than one position, can I send one package for all?

A: No. Separate packages are required for each position.

Q: What does "Immediately promotable" mean?

A: Immediately promotable means that all requirements; Current Rank, Time in Grade, Time in Service, PME, etc. have been completed for advancement to the next higher grade. Refer to ANGI 36-2502 for Airman, ANGI 36-2504 for officers.

Q: May I find out who or how many others applied for the position?

A: No. We will not release any information on any applicant.

Q: How do I pull my vMPF RIP?

A: Log into the AF Portal. Select "virtual MPF" under Top Links (left hand side of home page). Click on "Record Review/Update" (lower left corner). Click on "View/Print All Pages".

Q: Do I need to submit an AF Form 422 with PULHES?

A: Yes. An AF Form 422 must be submitted with ALL applications. If an AF Form 422 is not available for some reason, a World Wide Duty Statement can be in replacement of your AF Form 422.

Q: How will I be notified if I am selected?

A: Official notifications will be made from the selecting supervisor. All notifications are accomplished via email or telephone to the addresses or phone numbers you provided. Do not take any action that will obligate you or the government on the assumption that you will be selected. This includes selling your home, quitting your job, etc. You are not considered "hired" until you have published orders in hand.

Q: How long would my AGR tour be?

A: As appropriate, members will be advised of the tour length when/if selected for a position prior to acceptance

INSTRUCTIONS FOR APPLICANTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u>
AGRs must have 12 months in assigned position or will not be considered for reassignment. <i>IAW ANGI 36-101. Airmen should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard.</i>	ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered..."	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee
		Any further questions regarding the AGR program may be answered in ANGI 36-101

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to AKNG-Apply@mail.mil. Hard copy applications will **NOT** be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. **Per ANGI 36-101, the application package must include at minimum the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness.** *Items 1-9 are required by the Human Resource Office to determine initial qualifications.* If the required documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position **dated 20131111** (Available on <http://dmva.alaska.gov/employment.htm>)
2. CURRENT Records Review RIP (available on vMPF (<http://www.afpc.randolph.af.mil/vs>))
3. CURRENT PASSING Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS))
4. CURRENT AF Form 422 Notification of Air Force Member's Qualification Status (from clinic within 6 months)
5. Statement confirming applicant meets All Initial Eligibility Requirements (Available on <http://dmva.alaska.gov/employment.htm>)
6. Cover Letter & Resume (OPTIONAL)
7. Last 3 Enlisted Performance Evaluations (If applicable)
8. CURRENT AGR/Mobility/ADSW Orders (If applicable)
9. Signed Statement of Administrative demotion (If applicable) (Available on <http://dmva.alaska.gov/employment.htm>)
10. Letters of Recommendation will be accepted

EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into **ONE** single PDF file with **MINIMUM** blank pages.

PDF File Name should be: (Position Announcement Number) Last name, First name, Grade

(Example: **ANG 14-xx Doe, Jane E1**)

Email Subject should be: (Position Announcement Number)

(Example: **ANG 14-xx**)

Email Application Package to AKNG-Apply@mail.mil

QUESTIONS:

To verify receipt of application, you may call 907-428-6452 (DSN 317-384-4452)

REMARKS

Federal law prohibits the use of government postage for submission of applications.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.